

**Environment-Stewardship Budget Evaluation SysTem
Coach, Assist, & Train Team (E-S BEST CATT)
Charter**

E-S BEST CATT Purpose

The E-S BEST CATT is a field based team with a primary purpose of providing direct support to project/district level, field users of E-S BEST. The E-S BEST CATT also collects field input and makes recommendations to the Stewardship Advisory Team (SAT) for enhancements and improvements to E-S BEST, in support of the Environment-Stewardship budget development process. The E-S BEST CATT facilitates field influence on, and ownership of, this critical component of Environment-Stewardship budget development.

E-S BEST CATT Members' Responsibilities

Team members are responsible to:

- 1) attend update training on E-S BEST annually or as required;
- 2) provide training for field personnel within their Division on the use of E-S BEST;
- 3) provide technical assistance to project/district level, field users of E-S BEST within their Division during annual budget development;
- 4) identify problem areas and provide recommendations to the SAT annually for enhancements and improvements to E-S BEST;
- 5) participate in peer review activities, within MSCs, related to Environment Stewardship budget development;
- 6) assist with nationwide training activities, such as webcasts and at national, regional and local conferences and
- 7) provide support in areas related to E-S BEST data collection including but not limited to workplan training and implementation, annual budget development webcasts, quality control of E-S BEST data and OMBIL input related to budget development.

E-S BEST CATT Coordinator

The E-S BEST CATT will have a designated team coordinator appointed and partially funded by HQUSACE. The E-S BEST CATT Coordinator may spend up to 20% of his/her time on team activities and will serve for an indefinite term to provide continuity and consistency as team members rotate on and off the team.

The team coordinator is responsible to:

- 1) provide first line assistance to team members as they fulfill their team responsibilities;
- 2) transfer funds as available for E-S BEST CATT members' travel requirements to attend annual training sessions;
- 3) track and monitor peer review activities of the E-S BEST CATT, assuring funding is appropriately provided for these activities, as available;
- 4) act as liaison between the team and the SAT, to include coordinating the delivery of team recommendations for program enhancements and improvements; and
- 5) assist with nationwide training activities, such as the annual E-S BEST CATT member training, web-casts, and/or national, regional or local conferences, as necessary.

E-S BEST CATT Organization and Support

The E-S BEST CATT will consist of 2 or 3 members from each Division, who will provide assistance at large for project/district level, field users of E-S BEST in their Division. Members will be nominated through their respective MSCs and will serve minimum 3-year terms, with option to extend after each term. Members will remain at their duty station and perform their normal duties when not performing E-S

BESTCATT duties. Members may spend up to 15% of their time annually on E-S BEST CATT responsibilities, with the majority of that time occurring during the data input period for annual budget development.

E-S BEST CATT members will receive update training in E-S BEST annually, or as required, to enhance and maintain a working understanding of the system. Materials to assist E-S BEST CATT members in training activities will be developed and made available to members.

The E-S BEST Help Desk will provide on-going support to E-S BEST CATT members, as well as field users. The E-S BEST CATT members should, however, provide first line, real time response to questions from field users.

Environment-Stewardship Business Program Managers at the MSCs and the SAT will provide on-going support as needed.

Funding

Costs for travel and per diem for members and the coordinator to attend annual training sessions will be paid by HQUSACE. Up to 20% of the coordinator's salary when performing team related duties will be paid by HQUSACE.

All salary costs for team members will remain the responsibility of the local duty station. Local offices will be responsible for travel and per diem to project locations or central training locations for direct user support activities. Consideration should be given to a cost reimbursable strategy within the division to improve flexibility of service provision.

Current Members

	Current Member	Contact Number	Term
ERDC	Dena Williams (chair)	615-202-4095	Indefinite
LRL	John Scheiber	260-782-2358	2016-2018
LRN	Kayl Kite	270-362-4236	2015-2017
LRH	Christina Hidalgo	304-399-5675	2016-2018
MVR	Howard (Dee) Goldman	319-338-3543 ext. 6304	2016-2018
MVP	Tamryn Johnson	218-426-3482	2014-2016
NAE	Steve Dermody	978-318-8325	2014-2016
NAP	Scott Sunderland	610-376-6337	2016-2018
NWS	Madelyn Martinez	206-764-6940	2015-2017
NWK	Tom Zikmund	816-389-3496	2015-2017
POA	Jacob Kresel	907-488-2748	2015-2017
SAS	Jeff Brooks	706-213-3424	2015-2017
SAM	Terrell Stoves	251-694-3710	2015-2017
SPK	Nicole Arbelo	559-784-0215	2015-2017
SPK	Jessica Erdahl	530-865-4781	2015-2017
SPK	Christina Hidalgo	209-881-3517	2016-2018
SWF	William (Billy) Haferkamp	254-622-7405	2016-2018
SWT	Ken Shingleton	918-669-4906	2016-2018
SWL	Bruce Caldwell	501-340-1425	2015-2017
HQ	Jeff Krause	814-641-3957	Indefinite